



MINUTES

Workforce Connection

of Central New Mexico

Executive Committee

Thursday, September 7, 2006
7:30 am

MRCOG, 809 Copper NW - Board Room

Call to Order – 7:42 am – John Sapien

Roll Call - by Patrick Newman

Present

Patricia Chavez
Bob Davey
Judy LeJeune
J.C. Lopez
Mary Lee Martin
Virginia Murphy
John Sapien
Jim Summers

Quorum Established

Excused

Rita Logan

Absent

Jeff Armijo
Roger Madalena

Approval of Thursday, September 7, 2006 Agenda

Motion: Judy LeJeune

Second: Mary Lee Martin

No Discussion

Action: Passed by voice vote

Tab 1: Approval of Minutes, Executive Committee: July 20, 2006

Motion: Bob Davey

Second: Jim Summers

No Discussion

Action: Passed by voice vote

Tab 2: Monthly Expenditure Report for June and July 2006 - by Jan Borchardt

- Jan Borchardt, MRCOG Finance Manager, explained the WIA monthly expenditure reports for June 2006 and July 2006.

- Ms. Borchardt noted that all PY05 carry-in funds have been expended. If they were not used, they would have been reverted back to the state.
- The one hundred and forty-six thousand dollar (\$146,000) About Face! funds have been rolled into the PY06 Summer Work Academy.

Questions and Comments Followed

FINAL ACTION ITEMS

There were three action items to discuss and vote on – All were passed by voice vote.

Passed by voice vote

- Approval of Agreement Between WCCNM and Community Outreach Program for the Deaf (COPD)
- Approval of WFCP-04-06, Proposed Amendments to WCCNM By-Laws
- Approval of WCCNM PY06 One-Stop Operator Designation

Tab 3: Approval of Agreement Between WCCNM and Community Outreach Program for the Deaf (COPD) - Background and Introduction by Jerilynn Sans

- Jerilynn Sans stated that the WCCNM is required by federal legislation to provide services to all persons no matter their race, color, national origin, gender, sexual orientation, age or handicap.
- In August 2004, the WCCNM approved a one-year contract with COPD to perform interpreter services for WCCNM participants.
- The original term of the contract was for one year beginning August 2004, ending June 30, 2005 with the option to extend the agreement for one additional one-year term.
- WIA staff is recommending that a new contract be entered into between COPD and WCCNM for one year, with the option for a one-year extension.
- The financial impact is not to exceed one thousand and five hundred dollars (\$1,500).

No Discussion

Motion to approve: Judy LeJeune

Second: Jim Summers

No Discussion

Action: Passed by voice vote

Tab 4: Approval of WFCP-04-06, Proposed Amendments to WCCNM By-Laws – Background and Introduction by Jerilynn Sans and Bob Desiderio

- Bob Desiderio outlined all proposed amendments to the WCCNM bylaws and explained the reasoning behind all the changes.
- Jerilynn Sans presented and is requesting approval of the proposed amendments to the WCCNM By-Laws.
- The WCCNM By-Laws are required for compliance of state law and orderly function of the WCCNM Board.
- Staff, along with Bob Desiderio, WCCNM Legal Council, have reviewed and outlined several proposed changes.
- The proposed amendments will allow staff and the Board to operate at a more effective and efficient level and remain in compliance during OWTD audits.

- Bob Desiderio discussed the staggering of the Board members and the change of the term from two to three years, clarified the role of the Youth Council Chair, and other changes.
- Mr. Desiderio also proposed an amendment to the proposed By-Laws that would allow for the Youth Council Chair to vote in the Executive Committee if that person is a member of the WCCNM Board.

Questions and Comments Followed

Motion to approve proposed WCCNM By-Laws with the amendment to the amendments: Bob Davey

- **If passed the amendment to the amendment would allow the Youth Council Chair to be a voting member of the Executive Committee, only if the Youth Council Chair is also a member of the WCCNM Board.**

Second: Jim Summers

No Discussion

Action: Passed by voice vote

Tab 5: Approval of WCCNM PY06 One-Stop Operator Designation– Background and Introduction by Patrick Newman

- Under the Workforce Investment Act, the local board may be designated or certified as the One-Stop Operator only with the agreement of the CEOs and the Governor.
- The One-Stop Operator designation would enable the WCCNM to meet all requirements for certification of the Central Region One-Stop Centers.
- The Governor’s office, as well as OWTD is striving to establish two model One-Stops in New Mexico; one in Albuquerque and one in a rural area of the state, possibly Clovis or Portales.
- The MRCOG will oversee operations of the certified One-Stop and an amendment to the Administrative Entity (AE) contract will incorporate the Operator duties.
- A letter from OWTD has approved one hundred fifty thousand dollars (\$150,000) to hire One-Stop Site Managers who will oversee the daily operations of the One-Stop.
- Two Partner meetings have been held to discuss One-Stop staff orientations and cross-training to embrace the structure and concept of the One-Stop.
- Mr. Newman noted that the one hundred fifty thousand dollars (\$150,000) is 10% state-wide set-aside funding for PY06 staffing of the One-Stop. OWTD is encouraging the state board to request funding for reoccurring programs and additional years.
- Mr. Newman noted that One-Stop integration is not just co-location, it includes cross-training and coordination of all partner functions.
- Updates to the MRCOG AE contract with amendments and long-term fiscal plans will be brought to the next meeting.

Questions, Comments and Concerns Followed

Motion to approve WCCNM One-Stop Operator with amendment to show financial impact as “To be determined”: Mayor Patricia Chavez

Second: Bob Davey

Discussion and Comments

Action: Passed by voice vote

INFORMATION AND DISCUSSION ITEMS

Tab 6. Summer Work Academy – by Jerilynn Sans

- Jerilynn Sans provided an overview of the PY06 Summer Work Academy (SWA) for Torrance, Sandoval and Valencia Counties.
- A total of 70 youth have enrolled in the Academy where they were placed in summer employment opportunities with a total of 270 work experience hours.
- All participant files have been reviewed for compliance. A few issues and inconsistencies were noted and addressed.
- All files were also reviewed by YDI staff for compliance prior to transition; all files were transitioned to YDI on August 22, 2006 for continued service.
- Virginia Trujillo of YDI expressed her thanks towards WIA staff for their hard work and continued support.
- A planning schedule will be put together and during the first quarter of the year, the Committee will receive an update of this schedule.

Discussion Followed

Tab 7. Local Economic Development Reports – by Manuel Casias

- Manuel Casias reported that all Economic Development Corporations have submitted their reports; all have met their deliverables and have provided multiple referrals to the One-Stop.
- Mr. Casias discussed the various employers he and Ron Chavez have contacted to solicit feedback in developing a more solid relationship with the employers.
- Mr. Sapien emphasized the business-driven initiatives and stated the task of the WIA Business Liaison to coordinate and facilitate the business contacts.
- Bob Davey asked if there was going to be a formal funding mechanism for business outreach.
- Mr. Newman spoke of the business plans and the identification of funds for the targeted industries; discussions continue in establishing the amount of funding.
- Virginia Trujillo of YDI spoke of the funds they received for pre-employment training and is requesting additional funding from the Central Region or OWTD.
- Staff will continue to provide updates on this issue.

Discussion Followed

REPORTS

Administrative Reports - by Patrick Newman

- Office of Workforce Training and Development Audits
 - Ramona Chavez reported that the PY01 outstanding audit finding of \$362,000 disallowed costs has been identified and resolved.
- Performance Measures
 - Staff is still unable to run performance reports through VOSS.
 - The USDOL program (Mathematica) is not reconcilable to the VOSS performance numbers.
 - OWTD staff has been instrumental in addressing reporting issues.
 - A report will be presented at the next Executive Committee Meeting on this matter.

- Annual Eligible Training Provider List (ETPL) Recertification
 - To maintain in compliance with state regulations, all eligible training providers have been contacted and recertified.

No Discussion

Committee Reports-

- **Youth Council** - by Mary Lee Martin

- The next Youth Council meeting will be held on September 14, 2006.

No Discussion

- **Performance and Monitoring** - by Virginia Murphy

- The next Committee meeting is scheduled for September 13, 2006.
- The Committee is concerned with the capabilities and problems with the VOSS system.

No Discussion

- **Training and Services Provider** - by Judy LeJeune

- The Committee did not meet for the month of August.
- The next meeting will be held on September 21, 2006 at which time there will be a presentation from the NM Childcare Association.

No Discussion

- **Business Outreach Committee**

- None

No Discussion

- **BEDOSS Committee** - by John Sapien

- The Building an Employer-Driven One-Stop System (BEDOSS) committee met on September 6, 2006.
- There was discussion with regard to a re-design program that NM Roundtable is initiating with the Central Region high schools.
- Those graduating high school students that are not going straight to college are not work-ready and require further training.
- Input from the Economic Development Corporations has assisted the BEDOSS Committee in formulating our efforts in terms of understanding employer needs.

No Discussion

PUBLIC COMMENT

Public Comments - None

ADJOURNMENT

Adjournment – 9:29 am

Next Meeting-

Date: Thursday, October 5, 2006

Time: 7:30 am

Location: Mid-Region Council of Governments

*A more detailed account of the meeting and discussions are available for review at the MRCOG offices at:
809 Copper NW, Albuquerque, NM 87102*